JOB DESCRIPTION

TITLE

Executive Director, Campus Alliance & Resource Education (CARE)

JOB SUMMARY

The Executive Director of Campus Alliance and Resource Education (CARE) will address issues related to a student’s transition to a university setting in an effort to promote retention at TWU. The position will work with faculty and staff to address the needs of specific special populations on campus, including but not limited to, students who have aged out of foster care, students who are experiencing homelessness, single parents, commuters, veterans, and on-line students. The Executive Director will work collaboratively with the campus and external community to enhance student success and to assist special populations in becoming more involved in the TWU Community. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Student Enrichment, Health and Support

Supervises: Assistant Director of Commuter & Distance Services, Assistant Director of Veteran & Non-Traditional Student Services, Lasso Advisor, Graduate Assistants and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Designs, implements, and maintains support services.
- Assesses the educational, cultural, and social needs of specialized populations.
- Interacts with students experiencing challenges and provide empathic emotional, educational support.
- Assembles and maintain list of available campus and community information and referral resources for specialized population.
- Solicits and incorporates feedback from students and other stakeholders on effectiveness of programming.
• Represents unit in division and University committees.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES
• Performs other duties as requested.

EDUCATION
Master’s degree in counseling, higher education or related field.

EXPERIENCE
Eight years of progressively responsible student affairs experience in a University environment, with some experience in University programming and leadership development.

REQUIREMENT
Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
• Ability to apply budgetary and fiscal planning techniques within financial constraints.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ____________________________  Date: ____________

Employee Printed Name: __________________________
Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.